



Guidance for Organizations Interested in Participating in the CACFP

This guidance is intended for most types of organizations and programs that participate in the Child and Adult Care Food Program (CACFP).

Family day care home providers cannot apply directly to the Office of the State Superintendent of Education (OSSE) to participate. Instead, family day care home providers participate under the sponsorship of an approved non-profit organization. If you are a family day care home provider and would like to receive a list of approved sponsoring organizations, please contact Norma Birckhead, Manager of the Child and Adult Care Food Program and Summer Food Service Program, at norma.birckhead@dc.gov.

Step 1: Training

For all organization and program types:

1. Listen to the [Child and Adult Care Food Program Overview & Benefits](#) training presentation.
 - a. At the end of this presentation, you will see the link to a quiz about the information you learned.
 - b. You must take this quiz and answer all questions correctly in order to receive the CACFP application.
2. Listen to the [Child and Adult Care Food Program Performance Standards](#) training presentation.
 - a. At the end of this presentation, you will see the link to a quiz about the information you learned.
 - b. You must take this quiz and answer all questions correctly in order to receive the CACFP application.
 - c. We recommend that you listen to the CACFP Overview & Benefits training first. You may listen to the CACFP Performance Standards training and take the quiz before receiving your results for the CACFP Overview & Benefits training quiz.

For child development centers:

1. In addition to listening to the two presentations online, you must also send a representative to attend the Division of Early Learning Foundations course “Nutrition for Early Learners.”
 - a. You may attend this training either before or after listening to the online presentations.
 - b. This training opportunity is offered in person on a monthly basis.
 - c. The location varies from month to month.
 - d. Search for training dates and times on OSSE’s website under Events → [Training/Class/Exam](#).
 - e. Once you register to attend through Eventbrite, you will receive a confirmation.
 - f. After attending the training, you will receive a certificate of attendance.



For afterschool programs, adult day care centers, emergency shelters, family day care home sponsors, and sponsors of unaffiliated facilities:

- Additional online training modules will become available to cover the meal pattern requirements and specific operational requirements for each type of organization.
- In the meantime, after listening to the two presentations online, please contact Norma Birkhead, Manager of the Child and Adult Care Food Program and Summer Food Service Program, at norma.birkhead@dc.gov to obtain additional one-on-one training.

Step 2: CACFP application completion and submission

- You will receive the application materials after you complete all required training.
 - Sponsoring organizations will receive the first part of the three-part application form.
 - Independent institutions will receive one application form.
 - In addition, you will receive template forms and a list of other supporting documents that must be submitted with the application.
- Please complete all required training within sixty (60) days of completing the first training.
- Please submit your application within ninety (90) days of completing all orientation training requirements.
- If you are unable to complete the training or submit an application within the specified timeframe, please contact Ms. Birkhead to see if the application, template forms, or other requirements have changed.

Step 3: Application review and correction

- A CACFP Specialist will be assigned to review your application and supporting documents.
- The CACFP Specialist will let you know if clarifications or additional information are required and guide you through the corrections.
 - Most applications require some corrections or clarifications.
 - If you submit a clear and complete initial application, this step can be quick and easy.

Step 4: CACFP record keeping training

- All organizations participating in the CACFP must maintain certain records to demonstrate compliance with CACFP requirements.
- After your application is considered satisfactory, a CACFP Specialist will provide you with training and technical assistance on how to properly maintain the required records.
 - Organizations that are reimbursed based upon the eligibility of each participant must distribute, collect, and accurately classify the Enrollment Form / Income Eligibility Statement (IES) for each participant.
 - A CACFP Specialist will train you to use the materials in order to accurately determine the eligibility of the participants in your care.
 - Completed and accurately classified IES for all participants must be on file prior to final approval.

Step 5: Pre-approval visit

- A CACFP Specialist must visit each facility before final approval to participate may be granted.
- During the pre-approval visit, the Specialist will ensure that your organization has the capacity to comply with CACFP requirements.

Step 6: Final application approval and program implementation

- Final application approval will be granted after your organization has submitted a complete application and all of the supporting documents, obtained and accurately classified IES (if applicable), and passed the pre-approval visit.
- You will receive the final signed and approved application package and an approval letter.
- A CACFP Specialist will provide you with additional training and guidance on implementing the CACFP and submitting your first claim for reimbursement.

Ongoing: We are here to support you

- Your organization will be assigned a CACFP Specialist for ongoing support.
 - We encourage you to contact your CACFP Specialist with any questions or concerns.
 - Your CACFP Specialist may provide you with additional training and technical assistance as needed.
- The State Agency requires each organization to send a representative to training at least once annually in order to provide you with a refresher on CACFP requirements and instruct you on any CACFP updates or changes.
- Throughout the year, additional specialized trainings and Program information is provided.